

## AmeriCorps Three Year Host Site Policy

Added language in red

It is the intent of the Maine Commission for Community Service to provide all appropriate entities with an equitable opportunity to host AmeriCorps members and to ensure that Host site member placements:

- Do not displace employee or volunteer functions,
- Do not supplant state or local funds supporting host site programs,
- Do not create dependency within the organization for the continued use of the AmeriCorps resource,
- And, instead, encourage the creation of increased capacity within the host site organization to sustain the work after the end of member placements, especially by using local volunteers

To these ends, the Commission limits its subgrantees to member placements at hosts sites for terms no longer than three consecutive years.

The intent of this three year rule is to encourage subgrantees and partner organizations to use the federal resources they have been awarded to build capacity within their organization to meet needs without federal support.

It is the considered opinion of the Commission that three years is adequate time for organizations to do so. AmeriCorps members are specifically prohibited from engaging in functions that replace or supplant the work of agency staff and they cannot become the equivalent of long term temporary staff positions, even for new programs addressing complex or lasting community needs. Subgrantees and local partners must work to build the capacity to sustain the effort, not simply provide a needed service for the period of federal funding.

### Extended placements prohibited

Programs may not continue to place AmeriCorps members providing the same, or nearly the same service, for periods longer than three years with the same host site.

### Three year term defined

For the purpose of this policy, “three year term” means a period of three consecutive years in which a Commission funded subgrantee places members at the same host site for the purpose of engaging in service to meet a set of outcomes described in a Corporation funded grant.

### Host site defined

Host sites are geographically and programmatically distinct placement sites where members provide the majority of their service under an MOU or site agreement with a single eligible organization. This policy does not pertain to single site subgrantees, those operating a program without separate host sites and

without MOU's or host site agreements, as re-compete assessments include review of sustainability and examination of displacement and supplantation.

Compliance regulation regarding organizations with multiple members depends on whether the organization is hosting members under one or under more than one grant. Members serving to meet one set of program outcomes would fall under the three year rule. Organizations operating distinct programs would be assessed based on the prevailing program outcomes.

#### Exceptions to the three year rule

The Commission recognizes that there are certain circumstances that make it overly burdensome or impossible for programs to comply with the three year host site rule. These exceptions fall into ~~three~~ four broad categories:

1. Programs partnering with geographically isolated sites (i.e. areas of the state with so few eligible organizations capable of supporting a member, that moving members to a new host site is impractical or impossible),
2. Programs with exceedingly narrow missions or operating programs with narrow eligibility requirements (i.e. programs operating projects so specialized that there are exceptionally limited options for host site partnerships),
- ~~2-3.~~ Grantee partners may serve as host sites for years 4, 5, and 6 of a recompile application if the host site organization undertakes Service Enterprise certification beginning in year 4. Sites are expected to submit for Service Enterprise certification by the end of year five.
- ~~3-4.~~ Host sites that support members serving with or at multiple work sites over time (i.e. a host site providing office space or support for a member working primarily off site with secondary sites).
  - a. Programs in this situation would need to alter the secondary sites within the three year term.

In order to keep members at host sites for longer than three years, programs need to identify the type of exception prior to the end of the three year term and describe in writing to the Grants Officer the circumstances of the exception and request an exemption from the three year rule. Requests must include a description of the capacity building efforts and an estimate of the length of the exception.

The Commission also recognizes that unique and unforeseen circumstances may arise and therefore will also entertain petitions for exception to the three year rule that do not fit into the identified exception categories. Petitions must include the specific circumstances, the rationale for exemption, capacity building efforts and an estimate of the length of the exception.

#### Application of Policy

Three year rule is a compliance item. Violations of the rule will be a factor considered in continuation and re-compete assessments. Flagrant disregard of the rule could result in withholding of grant funding up to and including termination of grant funding.

#### Dissemination of Policy

This policy is available to the general public, applicants and programs and is shared during training of all new subgrantees.

Adopted: July 2010

Revised: April 2014, [\[March 2017\]](#)

DRAFT